

REQUEST FOR PROPOSALS

ACCESS CONTROL SYSTEMS FOR TOWN FACILITIES

PART 1 - GENERAL

1.1 SUMMARY

A. Provide the following:

1. Provide a highly secure, easy-to-use and dependable Access Control System (ACS). The ACS shall provide the speed and flexibility of 32-bit multiple-technology controllers and be managed by a client/server application using an intuitive graphical operator interface on the Microsoft Windows 2007, 2008, operating devices, card readers, key fobs, alarm input and output systems. The ACS shall include all computer hardware and software, field controllers, communication boards, power supplies, and all other equipment as indicated on the contract drawings and as specified herein. All material shall be the manufacturer's standard catalog products.
2. System must integrate with the Town's existing access control system used in the schools.
3. The project will be delivered in two phases:
 - a. Phase 1: 2016/17 budget year
 - a) Town Hall
 - b) Public Works
 - c) Credentials
 - d) Computer
 - Phase II: 2017/18 budget year
 - a) Gorges Road Fire Station
 - b) Lewis Square Fire Station
4. Each building's installation cost is to be provided individually assuming they will be completed in the Phase defined above. The project shall be awarded on a single bid fixed price for the two year phased project.

B. Definitions:

1. Contract- The agreement to be entered into for services between the Town of Kittery and the vendor who submits the proposal accepted by the Town.
2. Contract Administrator- The Town of Kittery duly authorized representative
3. RFP- Request for Proposals.
4. Vendor/Contractor- The person or firm submitting the proposal and/or the person of firm awarded the contract.
5. ACS- Access Control System

C. Contract Administrator: The contract awarded as a result of the RFP shall be under the control and supervision of the Town of Kittery Town Manager or his/her designee.

- D. RFP Coordinator/Communications: Upon release of this RFP, all vendor communications concerning this information request shall be directed in writing to the RFP Coordinator listed below. Unauthorized contact regarding the RFP with other Town of Kittery employees may result in disqualification. Any oral communications will be considered unofficial and non-binding on the Town of Kittery.

Name: David W. O'Brien
Mailing Address: Town of Kittery Fire Department
3 Gorges Road
Kittery, Maine 03904
Phone: (207) 252 4334
E-Mail: firechief@kitteryme.org

- E. Facility Site Tour: Vendors are strongly encouraged to visit facility sites prior to submitting their bid. If the town receives proposals that are approximately equal in value, proposals received from vendors who visited the facility sites may be given preference.
- F. Preliminary Schedule: These dates are estimated and may be subject to change by the Town of Kittery

EVENT	DATE
Release RFP to Vendors	17 August 2016
Proposal Responses Due	14 September 2016
Proposal Evaluation Complete	21 September 2016
Contract Start Date	26 September 2016

- G. Response Format: Proposals should be prepared simply, providing straight forward, concise delineation of the approach and capabilities necessary to satisfy the requirements of the RFP. Promotional materials must be submitted separately. Emphasis on the proposals should be on the completeness, clarity of the content and adherence to the presentation structure required by this RFP.
- H. Completeness of Proposal: The vendor must attach the Proposal Form (Form 1) signed by the vendor representative authorized to bind the proposing firm contractually. This statement must identify and note exceptions taken to the RFP. A total bid amount must be included in the designated area at the bottom of the form.
- I. Proposal Response Date and Location: Proposals must be submitted to the Town of Kittery, 200 Rogers Road no later than 14 September 2016 at 2:00 pm. All proposals must be sealed and clearly marked on the outside "Proposal for Access Control System". All proposals and accompanying documentation will become the property of the Town of Kittery and will not be returned.

RFP Delivery Address: Town of Kittery
200 Rogers Road
Kittery, Maine 03904

- J. Required Number of Proposals: One copy with one original must be received by the date listed in section 1.1, Paragraph I.

- K. **Vendor's Cost to Develop Proposals:** Costs for developing the proposal in response to this RFP are entirely the obligation of the vendor and shall not be chargeable in any manner to the Town of Kittery.
- L. **References:** Proposals shall include a list at least three qualified references. The references must include the reference company name, contact name and title, phone number and scope of services provided.
- M. **Evaluation Procedures:**
Proposals will be evaluated by the Town of Kittery Access Control Committee. The committee will consider the vendor's proposal and how well the proposal meets the need of the Town. A contract will be awarded based upon the following criteria: price quote, equipment inventory, the vendor's demonstrated ability to meet the specifications outlined in the RFP and their ability to provide the equipment, installation and service for the requested materials. The Town may or may not require a formal presentation or interview. The Town may choose to contact officials from the list of references provided by the vendor. The Town may also request additional information or clarification from a specific vendor to assist in the evaluation process.
- N. **Final Selection:** The Selection Committee will formulate their recommendation for Award of the Contract. The recommendation will be forwarded to the Town Manager for formal acceptance.
- O. **Questions Regarding the RFP:** Oral interpretations of the RFP specifications are not binding on the Town. Requests for interpretation/clarification of the RFP specification must be made in writing and submitted to the RFP Coordinator no later than 07 September 2016 at 3:00 pm.
- P. **RFP Amendments:** The Town reserves the right to request that any respondent clarify its proposal or to supply any additional material deemed necessary to assist in the evaluation of the proposal.
- The Town reserves the right to change the RFP schedule or issue amendments to the RFP at any time. The Town also reserves the right to cancel or re-issue the RFP. All such addenda will become part of the RFP.
- Q. **Withdrawal of Proposal:** Proposals may be withdrawn at any time prior to the submission time specified in Section 1.1, Paragraph I. Proposals cannot be changed or withdrawn after the time designated for receipt.
- R. **Rejection of Proposals:** The Town reserves the right to reject any or all proposals, to waive any minor informalities or irregularities contained in any proposal, and to accept any proposal deemed to be in the best interest of the Town.
- S. **Proposal Validity Period:** Submission of a proposal will signify the vendor's agreement that its proposal and the contents thereof are valid for ninety (90) days following the submission deadline. The proposal will become part of the contract that is negotiated between the Town and the successful bidder.
- T. **Proposal Signatures:** An authorized representative must sign the proposal, with the vendor's address and telephone information provided. Unsigned proposals will not be considered.

- U. Insurance Requirements: The successful vendor shall include proof of the following minimum levels of insurance:

Commercial General Liability on an occurrence (as opposed to claims-made) basis with general aggregate limit applicable per project (ISO CG2503 or equivalent)

Each occurrence limit	\$1,000,000
General aggregate limit	\$2,000,000
Products/Comp. op. aggregate limit	\$2,000,000

An additional insured provision is to apply for the TOWN, its officers, officials, agents, and employees on a primary, non-contributory basis.

Auto Liability for owned, hired and non-owned autos with a single limit for each accident of \$1,000,000.

Workers' Compensation insurance to comply with the requirements of Maine Statutes, plus employers' liability for:

Each accident	\$500,000
Each employee (disease)	\$500,000
Policy limit (disease)	\$500,000

Professional Liability \$1,000,000

Certificates of Insurance will be provided and approved by the Town at the time of contract award.

- V. Indemnification: The Contractor shall indemnify and save harmless the Town, it's officers, officials, agents and servants against and from all damages, costs and expenses which they may or any of them may suffer by, from, or out of any and all, claims for payment for materials or labor used or employed in the execution of this contract, and also for injuries or damages received or sustained to person or property, or both, in consequence of or resulting from any work performed by said Contractor, or of or from any negligence in said work, or of or from any act of omission of said Contractor, and said Contractor shall also indemnify and save harmless said Town from all claims under the Workmen's Compensation Act arising under or out of this contract.
- W. State Sales Tax: In accordance with the provisions of 36 M.R.S.S. subsection 1760 the Town of Kittery is exempt from the payment of State sales and use tax and such tax or taxes must not be included in the Proposal prices.
- X. Rejection of Proposal(s): The Town reserves the right to reject any and all proposals. Wholly or in part; to waive technical defects, and to make awards in the manner deemed to be in the best interests of the Town.
- Y. Governing Law: The finalized contract is governed and enforced by the laws of The State of Maine.

1.2 SUBMITTALS

A. Shop Drawings:

1. Shop drawings shall detail all connected devices, of sufficient detail to adequately communicate that recommended software meets requirements, including:
 - a. System device locations on architectural floor plans.
 - b. Full schematic wiring information for all devices with wiring information including cable type, conductor routings, quantities, and connection details at devices.
 - c. A complete system one-line block diagram.
 - d. System sequence operation description.

B. Product Data:

1. Submittals shall include manufacturer's data for all material and equipment, including terminal devices, local processors, computer equipment, access cards, and any other equipment required for the complete ACS.
2. Submittals shall include a description of the operating system and application software.
3. Submittals shall include system description, including analysis and calculations used in sizing equipment, and also indicating how equipment will operate as a system. The following information shall be supplied as a minimum:
 - a. Computer host configuration and memory size.
 - b. Description of site equipment and its configuration.
 - c. Backup / archive system size and configuration.
 - d. System power requirements and UPS sizing.
 - e. A description of the operating system and application software.

C. Contract Close-Out Submittals:

1. Provide two (2) bound sets of manuals including:
 - a. Operating instructions.
 - b. Maintenance recommendations.
 - c. Parts list, including wiring and connection diagrams.

D. Manuals:

1. Security Contractor shall submit for prior approval two (2) copies of manufacturer's manual for programming, maintaining and operating the ACS and related components. Final copies of the manual shall be bound in hardback, loose-leaf binders and delivered within thirty (30) days after completing the installation test.
2. Each manual's contents shall be identified on the cover. The manual shall include names, addresses, and telephone numbers of each Security Contractor installing the system and equipment as well as the nearest service representatives for each item of equipment for each system. The manuals shall have a table of contents and tab sheets. Tab sheets shall be placed at the beginning of each chapter or section and at the beginning of each appendix.

3. The final copies delivered after completion of the installation test shall include all modifications made during installation, checkout, and acceptance.
4. The manuals shall contain the following:
 - a. Installation Guide. This manual shall identify the operational requirements for the system and explain the theory of operation, design philosophy and specific functions.
 - b. Operator's Guide. The operator's manual shall fully explain all procedures and instructions for the operation of the system.

E. As-Built Drawings:

1. During system installation, the Security Contractor shall maintain a separate hard copy set of drawings, elementary diagrams, and wiring diagrams of the ACS to be used for record drawings.
2. As-built drawings shall be accurately kept up to date by the Security Contractor with all changes and additions.

1.3 QUALITY ASSURANCE

- A. Access Control System Hardware: Hardware supplier shall employ an individual knowledgeable in electrified components and systems, which is capable of producing wiring diagrams and consulting as needed. Coordinate installation of the access control system hardware with the Architect, electrical engineers, intrusion system contractor and electrical contractor and provide installation and technical data and other related subcontractors. Upon completion of access control system hardware installation, inspect and verify that all components are working properly. Installer shall be fully equipped service organization readily available to provide timely response to service calls for the completed system.
1. Prior to performing any programming, coordinate with the Owner and obtain the Owner's specific programming requirements. Advise Owner in writing, of the scheduled date for commencement of programming. Provide the Owner the opportunity to assist in development of programming details.
 2. Set up system and initial programming of the system and cards to be included in the base installation cost of the system.
 3. Witness final system test and then certify with an affidavit that the system is installed in accordance with the contract documents and is operating properly.
 4. Training and Programming: In addition to the system set up and initial programming, provide a minimum of 24 working hours for the following:
 - a. Train facility personnel on the operation and maintenance of the system (1, two hour session).
 - b. Modifications to the initial programming of the system.
 - c. System use assistance and service call procedures.

1.4 DELIVERY, STORAGE, AND HANDLING

- A. Deliver materials in manufacturer's original, unopened undamaged containers with identification labels intact.

- B. Storage materials protected from exposure to harmful environmental conditions and at temperature conditions recommended by manufacturer.
- C. Handle products and systems in accordance with manufacturer's instructions.

1.5 WARRANTY

A. Access Control System Warranty:

1. Provide one year warranty period in accordance with the contract documents. Include the following as part of the access control system warranty.
 - a. Warranty shall include all preventive maintenance suggested by the original equipment manufacturer. Preventive maintenance shall include but not be limited to an annual preventative maintenance check of all system components, which will include all cleaning, adjustments and necessary repairs.
 - b. Warranty shall include a manufacturer's software maintenance agreement and shall include all software updates, revisions, on-line support and telephone service assistance. The software maintenance agreement shall include training for any changes in operation due to the nature of the software revisions.
 - c. Provide written notice to the Owner documenting any Work performed during the warranty period. Repair or replacement service during the warranty period will be performed in the accordance with the following schedule:
 - 8:00am – 5:00pm business days, excluding holidays, twenty four hour response time.
 - d. The Owner reserves the right to expand or add to the system during the warranty period. The Owner may use a separate installer other than the original installer without affecting the original Installer's responsibilities, provided that the expansion is done by a firm which is an authorized dealer or agent for the system being expanded.

PART 2 - PRODUCTS

2.1 DOOR ACCESS CONTROL AND MONITORING SYSTEM (ACS)

A. Base System:

1. Access control will be provided on:
 - a. Kittery Town Hall - 6 doors (note: slushed frames)
 - On paired entries, electrify 1 leaf only
 - Rear entry
 - Rear entry #2
 - School Dept. rear
 - Front vestibule
 - Interior vestibule #1
 - Interior vestibule #2

- b. Kittery Public Works – 3 doors (note: slushed frames)
 - Provide closers where missing
 - Front door
 - Employee entry
 - c. 3 Gorges Road Fire Station – 5 doors (note: slushed frames)
 - Chief's office
 - Main door
 - Kitchen
 - Apparatus door #1
 - Apparatus door #2
 - d. Lewis Square Fire Station – 4 doors (note: slushed frames)
 - Apparatus Bay West
 - Apparatus Bay East
 - Day room West
 - Day room South
 - 2. 50 Key FOBs and 50 clamshell card credentials will be provided as part of Phase 1
 - 3. 50 Key FOBs and 50 clamshell card credentials will be provided as part of Phase 2
 - 4. System will be set up for access control and door monitoring. All exterior doors will be monitored for door position or alarm condition
 - 5. System will share database with existing town access control system.
 - 6. System will accommodate a lock over-ride via a card read, and a card read to reactivate the locked condition.

B. ACS shall provide the speed and flexibility of 32-bit multiple-technology controllers and be managed by a client/WEB Client/server/ application using an intuitive graphical operator interface on Microsoft Windows operating system. The ACS shall include all computer hardware and software, field controllers, communication boards, power supplies, low voltage wiring and all other equipment required for a complete, operable system. All material shall be the manufacturer's standard catalog products.

 - 1. Manufacturers: Sielox LLC or equal.
 - 2. ACS shall be a 32-bit native Microsoft Windows 2007, 2008, application with multi-operator and multi-threaded (multi-tasking) capability, allowing independent activities and monitoring to occur simultaneously at different locations. Full WEB based or Hosted Access Control Systems are not acceptable.
 - a. WEB Client work station shall be easy to use and employ intuitive icon based operator interface.
 - b. Software shall be designed to support the manufacturer's past and present generation access control hardware and additional OEM components. ACS shall allow ODBC database access either through a defined ODBC interface or an SDK library set. ACS shall conform to standard networking protocols, including: Ethernet, TCP/IP (Ethernet) and NetBEUI.

- c. Any workstation shall have the ability to display up to four independently configured viewers, each with its own title, filter, columns, and cardholder image display.
 - d. System shall provide full WEB client capabilities and supporting any WEB browser, such as Internet Explorer, Safari, Firefox, etc. Security for the WEB Client shall be at a minimum 256-bit AES encryption.
 - e. All core ACS hardware and software shall be developed and manufactured by the same manufacturer. Provide software of the most current type and revision. Where licensing of the software is required, the license shall be assigned to the Owner. Provide a copy of the software on media to the Owner prior to system acceptance.
3. ACS software and Controllers shall support the following features:
- a. First person rule for automatic unlocks/lock with multiple time intervals.
 - b. Email on alarms or any event driven action.
 - c. Unlimited access groups.
 - d. Unlimited Time Zones each with eight intervals each.
 - e. Minimum of 2,000 users per Access Control Controller.
 - f. 32 Holidays.
 - g. Password protected administrators and unlimited configurations for operators.
 - h. System shall provide Muster Reports.
 - i. Minimum 200 (filtered) standard reports.
 - j. Auto database backup.
 - k. Minimum 99 alarm Levels with full detailed response description with audio.
 - l. Auto activation and expiration for users.
 - m. Time and attendance interface.
 - n. Individual expiring access levels per card holder.
 - o. Full CCTV integration.
 - p. Graphical maps.
 - q. Unlimited cardholder custom fields with minimum of 256 characters.
 - r. Local, regional, and global input/output linking.
 - s. Event filtering with email capabilities.
 - t. Photo ID.
 - u. Scheduler for recurring functions, i.e. auto door unlocks and auto lock, reports, and similar automated controls.
 - v. System shall support 64 access points for expansion and 2,568 inputs/outputs.
 - w. Each access control door controller shall hold at minimum 10,000 transactions in its on-board data storage without communication to the host.
 - x. Controllers shall accept TCP/IP communication directly to the controller.
 - y. Anti-pass back.
 - z. Secure communications via 3DES, 168-bit encryption minimum.
4. Access Controllers:
- a. Access control controllers shall be of the two door type controllers for ease of expansion and cost. Systems that utilize a master controller with door expansions from the master system/controller will not be accepted.
 - b. Door controllers shall be Distributed Processing with real time clock on board each controller with battery back-up for memory for a period of 3 months. In addition to memory back-up Controllers shall support at a minimum, two hours of complete operation in the event of a power outage.

- c. Controllers shall be UL 294 and 1076 or ETL Certified to the UL Listing.
5. Card Reader: Flush mount, HID ThinLine II low profile proximity reader.
 - a. Credentials: Key Fobs and Cards: Proximity Key Fobs.
 - Quantity: 100 key fobs, 100 clamshell cards.
 - No printing of badges is required
 6. PC Workstation Computer: Provide monitor, CPU and keyboard that can be used to program all access control functions, generate reports, display in real-time all or selected alarms, operator instructions for alarm response, alarm resets, all or selected valid and invalid entry activity, and all internal system status alarms such as communication loss/restore, power loss etc.
 7. Magnetic Switch: Low voltage magnetic switch and low voltage wire to from magnetic switch to access controller by access control installer, sends notice to door access software of a door violation event.
 8. Low Voltage Wire: Size, type and configuration for the equipment, distance and connections required.
 9. Electrified hardware: Existing cylindrical locks are to be retrofit with electrified handsets, not electric strikes.

PART 3 - EXECUTION

3.1 ACCESS CONTROL SYSTEM INSTALLATION

- A. Install system components and appurtenances in accordance with the manufacturer's instructions. Furnish all necessary materials, interconnections, services, and adjustments required for a complete and functioning operable system.
 1. Control signal, communications, and data transmission line grounding shall be installed as necessary to preclude ground loops, noise, and surges from adversely affecting system operation. Access control system inputs shall be protected against surges induced on device wiring. Outputs shall be protected against surges induced on control and device wiring installed outdoors. Access control system communications equipment shall be protected against surges induced on any communications circuit. Cables and conductors which serve as communications circuits from security console to field equipment, and between field equipment, shall have surge protection circuits installed at each end.
 2. Low voltage cabling shall comply with Division 26 Electrical. Low voltage wiring outside the control console, cabinets, boxes, and similar enclosures, shall be plenum rated where required by code. Protect cable from damage when passing through building structure or conduit system. Provide bushings wherever cable enters sleeves, conduit, junction boxes, equipment backboxes, and control enclosures. Cables shall be neatly bundled and supported and attached to structure. Cable bundles shall be limited to a maximum of 12 cables, individual bundles of cables shall be separated by at least 2 inches in all directions. Cables loosely laid across top of ceilings or loosely strung through joist are not permitted. Do not attach cable directly to underside of metal roof decking.

3. System Labeling: Provide labeling and numbering required for all components and wiring for the project. Wiring conductors connected to terminal strips shall be individually numbered and each cable or wiring group being extended from a panel or cabinet to a building mounted device shall be identified with the name and number of the particular device. Boxes and enclosures containing security system components and/or cabling and which are easily accessible to employees or to the public shall be provided with a lock. Boxes above ceiling level in occupied areas of the building shall not be considered accessible.
4. Provide mounting hardware as required for equipment.
5. The vendor shall ensure that employees comply with all State of Maine Industrial regulations and practices.
6. The vendor's employees shall conduct themselves in a workmanlike manner at all times. Employees shall be courteous, neat in appearance and wear visible vendor identification.
7. The Contract Administrator or designated representative shall inspect work performed by the vendor on a regular basis. In the event of work performance deficiencies, the Contract Administrator shall notify the vendor. Notification may be oral or written. The town may require the vendor to rectify the deficiency within 24 hours and/or collect damages as specified in the Contract.
8. Smoking shall not be allowed in any Town building or on Town property.
9. The vendor shall report any damage or potential hazard involving Town property immediately to the appropriate facility Department Head or his/her designated representative.
10. The vendor shall select his/her own sites for disposal of trash, debris, and unsuitable materials collected under the conditions of the contract. In no case shall trash, debris, or unsuitable materials be disposed upon Town property.
11. The vendor is sole responsible for any and all damages, fines or penalties improper disposal of waste material. It shall be the responsibility of the vendor to pay all fees and costs incurred in the disposal of waste material.
12. The vendor shall provide a 24 hour, 7 day per week on-call service phone number to handle Town service needs and emergencies after-hours. Emergency calls will require a service technician to be on-site within four (4) hours after the initial request has been made.

FORM #1

Proposal Form

To: Town of Kittery

From: _____

1. Response:

The undersigned hereby certifies that he/she has read the requirements and specification for providing Access Control Systems (ACS) in accordance with the Town of Kittery's Request for Proposal; thoroughly understands the same; and proposes to meet or exceed the specifications.

2. Exceptions:

Except as noted below, the undersigned hereby agrees to comply with all the terms and conditions put forth in the Town of Kittery's Request for Proposal.

___ No Exceptions

3. Bid Amount:

Kittery Town Hall: _____

Kittery Public Works: _____

Gorges Road Fire Station: _____

Lewis Square Fire Station: _____

TOTAL: _____

4. Labor Rates: _____

Signature:_____ **Date:**_____

